



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 406.2

Job Title: **AFFIRMATIVE ACTION SPECIALIST**

Pay Grade: 20

GENERAL SUMMARY:

Assists in administering the city's Affirmative Action Program, including monitoring compliance with State and Federal regulations and investigating employee complaints.

RESPONSIBILITIES:

- Investigates employee discrimination and equal employment opportunity complaints; counsels employees.
- Compiles report of investigation findings and, if necessary, recommends actions to correct situation and settle complaint.
- Provides continuing monitoring of all City departments to ensure on-going compliance with equal employment opportunity/affirmative action programs.
- Prepares periodic EEO/AAP reports as required.
- Compiles summary of EEO/AAP legal developments as they occur.
- Reviews various sources of EEO/AAP regulation information and interpretation updates on a continuing basis.

SPECIFICATIONS:

KNOWLEDGE:

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal 4-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

One year of experience is required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Affirmative Action Specialist

Effective Date: October 1990